

**APPROVED**

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, MAY 26, 2015  
6:30 P.M.**

**SELECTMEN PRESENT:** Brown, Cebula, Hughes, LaMantia, MacAskill

**OTHERS PRESENT:** Town Administrator Christopher Clark, John Rendon, David Spitz, Lou Urbano, Jeremy Gingras, Leo Cakounes, and others.

**MEETING CALLED TO ORDER** at 6:30 p.m. by Vice-Chairman Peter Hughes.

Mr. Hughes asked the Board to accept the resignation of Michael MacAskill from the Middle School Repurpose Committee as a Selectman cannot serve on another committee. Ms. Cebula moved to accept the resignation of Michael MacAskill from the Middle School Repurpose Committee. Mr. LaMantia seconded the motion and the motion carried by a 4-0-0 vote with Mr. MacAskill recusing himself from the vote.

**SWEARING IN OF NEW ELECTED OFFICIALS**

Town Clerk Anita Doucette swore in Jannell Brown and Michael MacAskill as Selectmen, Robin Wilkins and Randall Pond to the Housing Authority, and Kathleen Remillard to the Brooks Library Trustees.

**WEEKLY BRIEFING**

A. Community Rating System by Insurance Services Office, Inc. (ISO) – David Spitz

Mr. Spitz reported that our rating from ISO concerning our flood hazard insurance has been moved to a Class 8 from a Class 9 which allows homeowners a 10% reduction in their insurance rates. He noted that formally the reduction was 5%.

**PUBLIC COMMENT/ANNOUNCEMENTS**

Mr. Urbano said he would be coming before the Board with a plan to paint the Albro House through volunteer efforts.

**CONSENT AGENDA**

- A. Vote to acknowledge the Town Administrator's completed performance evaluation and approve compensation increase for the Fire Chief and Finance Director/Town Accountant contingent on successful performance evaluation
- B. Vote to authorize the Town Administrator and the Conservation Commission to file the LAND Grant application and have the Town Administrator serve as Project Manager in connection with the application – Hall Property at Bells Neck Conservation Lands

- C. Vote to accept the resignation of Tracy Ventura from the Council on Aging effective immediately
- D. Vote to approve the Harwich Cranberry Harvest Half Marathon & 7.3 Mile Road Races on Sunday, October 4, 2015
- E. Vote to approve the Harwich Chamber of Commerce Parade to be held on Sunday, September 20, 2015

Ms. Cebula moved approval of the Consent Agenda and the recommendations as indicated.

Please note the recommendation for Item B LAND Grant application is as follows:

To authorize the Town Administrator and the Conservation Commission to prepare and submit applications to the Commonwealth of Massachusetts' Division of Conservation Services reimbursement programs, including the LAND (formerly Self-Help) and/or Land and Water Conservation Fund programs, for the FY16 grant round, for the acquisition of a parcel of land being a portion of the land identified on Assessor's Map 36, Parcel T-3, Harwich, Massachusetts, containing 4.1 acres, more or less.

And further, to authorize the Town Administrator to sign any contracts and provide any legal assurances and understandings to the Commonwealth regarding said applications and awards, and to serve as the Project Manager and primary local contact on matters relating to communications with the Division of Conservation Services regarding these applications, on behalf of the Town of Harwich, and that his signature shall bind the Town regarding the intent of said documents.

Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

## **NEW BUSINESS**

- A. Request for establishing Pleasant Bay Cruising Club moorings – discussion and possible vote

After a brief report by the Harbormaster, Ms. Brown moved to accept the request for establishing Pleasant Bay Cruising Club moorings. Ms. Cebula seconded the motion and the motion carried by a unanimous vote.

- B. Recommendation of the Selectmen's Interview/Nominations sub-committee to appoint the following - discussion and possible vote
  - 1. Bikeways Committee
  - 2. Historic District/Historical Commission (2)
  - 3. Real Estate and Open Space (2)
  - 4. Council on Aging
  - 5. Voter Information Committee (2)

Ms. Cebula discussed the background of the candidates and noted that the information is in the Board's correspondence. Mr. LaMantia moved to accept the recommendation of the Interview

Nominations sub-committee as presented. Ms. Brown seconded the motion and the motion carried by a unanimous vote. The following is the list of appointments as presented and voted:

Shanna Nealy	Bikeways Committee	June 30, 2018
Wendy Rae Woods-Hartwell	Historic District/Commission	June 30, 2017
	Alternate, unexpired term	
	Real Estate and Open Space	June 30, 2018
Dolly Howell	Pleasant Bay Alliance	June 30, 2018
Richard Waystack	Council on Aging	June 30, 2018
Mirande Dupuy-DeWitt	Historic District/Commission	June 30, 2018
Marcia T. Smith	Real Estate and Open Space	June 30, 2018
Emily Milan	Voter Information	June 30, 2018
Tina Evans	Voter Information	June 30, 2018

B. Information request relative to the renewal of the South Harwich Meeting House Agreement – discussion and possible vote

Mr. Hughes noted that Judith Ford of the Friends of the South Harwich Meeting House will be making a presentation to the Board in the near future and the discussion tonight is about some of the items we would like her to respond to. Ms. Cebula stated that she would like to know what remains to be done, cost estimates, what do they have for resources, is there a gap and if so, how is it going to be filled. She noted that there was a draft Use Agreement and that they currently have a license to restore the property but no Use Agreement. She noted that insurance requirements and property management should be addressed in that agreement. Mr. Hughes asked Mr. Clark to convey the discussion to Ms. Ford and Ms. Cebula recommended that it be done through a letter.

C. Amend the Personnel By-Law Compensation Plan for FY 2016, approve the Job Description for “Golf Seasonal and Operations Manager” and add the position of Water/Wastewater Superintendent to the Personnel By-Law Classification Plan - discussion and possible vote

Mr. Clark stated that the funding for this was included in the FY 16 budget. He noted that there are 4 schedules being adjusted as outlined in his memo of May 19, 2015 as follows:

Administration has been undertaking the task of updating the Personnel By-Law Compensation & Compensation Plan for FY16. The following are the recommended changes to the schedules of Full-Time Management, Full-Time Administrative, Seasonal, and Part-Time Employees:

1. Full-Time Management Staff
  - a) A 2% COLA increase was included in keeping with union increases.
  - b) The position of Assistant Town Administrator was reclassified from Grade M-4 to M-7. Included is a salary survey justifying the new level along with updated job description.
  - c) The position of Director of Highways & Maintenance was reclassified from M-6 to M7. Included is a salary survey justifying the new level.

- d) The position of Water & Wastewater Superintendent was added to Grade M6 based upon prior positioning of previous By-Law position.
2. Full-Time Administrative Staff
    - a) A 2% COLA increase was included in keeping with union increases.
  3. Seasonal Staff
    - a) A \$0.25 per hour COLA increase was added with the exception of the Grade 9 position of Golf Instructor. Please note that the schedule was first brought up to meet State minimum wage standards.
    - b) The new position of Golf Seasonal Employee and Operations Manager was added as Grade 8 with a range of \$21-\$25 per hour. I recommend this change be effective June 1, 2015. This would retitle the current Grade 8 to Grade 9.
    - c) The position of Shellfish Instructor was reclassified from Grade 6 to Grade 8.
  4. Part-Time Staff
    - a) A 2% COLA increase was included in keeping with union increases. Please note that the schedule was first brought up to meet State minimum wage standards.

I recommend that the Board approve the changes to the Personnel By-Law Compensation & Classification Plan as proposed and associated Job Description for Golf Seasonal Employee and Operations Manager and Assistant Town Administrator.

He noted that he will be amending the offer letter to the Water Superintendent to indicate that he will start as a member of the union and he expects that after negotiations he will move to a non-union position.

Mr. LaMantia moved to amend the Personnel By-Law Compensation Plan for FY 2016, approve the Job Description for "Golf Seasonal and Operations Manager" and add the position of Water/Wastewater Superintendent to the Personnel By-Law Classification Plan. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

- D. Set a date for Public Hearing regarding Wastewater Cost Recovery – discussion and possible vote

Mr. Hughes noted that the Wastewater Implementation Committee offered three dates for a public hearing and he suggested June 17<sup>th</sup>. The consensus of the Board was to hold the hearing on June 17<sup>th</sup> at 6:00 p.m. Mr. Hughes asked Mr. Gingras to confirm with his committee.

## **TOWN ADMINISTRATOR'S REPORT**

Mr. Clark discussed the interview process and schedule for Police Chief with the Board. It was agreed to hold interviews on June 3<sup>rd</sup> starting at 10:00 a.m.

## **SELECTMEN'S REPORT**

- A. Committee Liaison's – review last year's liaison list and discuss

Mr. Hughes asked the Board to review and indicate what committees they may want to serve as liaisons to.

**B. Selectmen's Goals and Objectives – initial discussion**

Mr. Hughes stated that the Board needs to come up with a consolidated list of goals and objectives and asked them to provide input to him.

**C. Selectmen's Summer Schedule – discussion and possible vote**

Ms. Cebula moved to accept the Board of Selectmen proposed summer schedule. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

**ADJOURNMENT**

Mr. Hughes adjourned the meeting at 8:03 p.m.

Respectfully submitted,

Ann Steidel  
Recording Secretary

## Related Documents - 5/26/15 BOS Meeting

- 01 Agenda.pdf
- 02 Weekly Briefing - ISO.pdf
- 03 Hall Land Grant Application.pdf
- 04 Resignation.pdf
- 05 Cranberry Harvest Races.pdf
- 06 Chamber of Commerce Parade.pdf
- 07 Pl. Bay Cruising Club Moorings.pdf
- 08 Committee Appointment Nominations.pdf
- 09 Personnel By Law Amendments.pdf
- 10 Wastewater Cost Recovery.pdf
- 11 BOS Liaisons.pdf
- 12 BOS Goals and Objectives.pdf
- 13 BOS Summer Schedule.pdf